



STANDARDS OF APPRENTICESHIP
adopted by

**EASTERN WASHINGTON - NORTHEAST OREGON PIPE TRADES
APPRENTICESHIP COMMITTEE**

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT</u>	<u>Term</u>
MAINTENANCE PLUMBER/STEAMFITTER		862.281-022	8,000 HOURS
PLUMBER		862.381-030	10,000 HOURS
REFRIGERATION FITTER		637.261-926	10,000 HOURS
RESIDENTIAL PLUMBER		862.381-030	6,000 HOURS
STEAMFITTER		862.281-022	10,000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

NOVEMBER 16, 1945
Initial Approval

APRIL 18, 2003
Committee Amended

JULY 18, 2003
Standards Amended (review)

OCTOBER 17, 2003
Standards Amended (administrative)

By: LAWRENCE CROW
Chair of Council

By: PATRICK WOODS
Secretary of Council

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The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC.

Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

The area covered by these Standards in the state of Washington are the counties of Kittitas, Yakima, Klickitat, Grant, Adams, Franklin, Benton, Garfield, Columbia, Walla Walla, Asotin, the eastern half of Douglas and Okanogan, and the western portion of Lincoln and Ferry.

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Applicants and apprentices please note that while the State of Washington has no responsibility or authority in the State of Oregon, the JATC will apply the same standards and guidelines to apprentices registered in the program while working in the Oregon counties of Baker, Gilliam, Grant, Morrow, Umatilla, Union, Wallowa, and Wheeler.

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

Age: **Applicants for Apprenticeship must be at least 18 year of age.**

Education: **Apprentice applicants must be high school graduates or have a passing grade on an official high school equivalency test. Applicants must provide the committee with a transcript of their high school grades or their G.E.D. test scores.**

Physical: **All applicants must be physically capable of performing the work of this trade.**

Testing: **Applicants must complete the ASSET test (at their expense) with a score of: Writing Skills - 10, Reading Skills - 38, and Numerical Skills - 42. Exception - Residential and Light Commercial Plumber applicant test scores will only be advisory.**

Other: **To obtain an application, you must show a valid picture identification card, and you must pick up the application in person. The applicant must complete a Non-D.O.T. drug test at a Lourdes Occupational Health facility with negative results (at applicants expense).**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the

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apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

Purpose: This JATC recruits and registers based on industry needs. The applicants will be registered based on the highest scores first, as jobs become available.

1. **General Selection Procedures:**

- a. Applications will be available to anyone who meets minimum qualifications. Each applicant shall be given Pipe Trades Apprenticeship Form #1 to complete and return within 60 days of issue date.
- b. Application forms are available at the Apprenticeship Office, 1328 Road 28, Pasco, WA 99301. Applications must be picked up in person.
- c. The applicant must complete the Asset Test before returning the completed application. The applicant will be given instructions on how and where they can complete the Asset Test.
- d. In order for the application to be considered valid, the following requirements must be completed at the applicants expense and in the possession of the committee within 60 days from the date the application was picked up.
 - (1) Completed application for apprenticeship
 - (2) High School transcripts or G.E.D. test scores
 - (3) Results of the Asset Test
 - (4) Photo copy of valid picture identification
 - (5) Must complete a Non-D.O.T. drug test at a Lourdes Occupational Health facility with negative results (at applicants expense)
- e. A complete record of the applicant's progress will be entered into the applicant's file folder (Pipe Trades Apprenticeship Form #2) at this time.
- f. An applicant qualified for interview shall be notified of the date and place for interview by certified mail with a return receipt requested, and the notification date shall be entered into his/her record.

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- g. Records of the applications and selection process received by the committee shall be kept for at least five (5) years.
 - h. Each applicant will receive a ranking score based on the following.
 - (1) Application
 - (2) Asset test scores
 - (3) Interview
 - (4) Applicants that have attended trade or vocational school may be given additional points
 - i. The committee will select qualified applicants to be placed on eligibility list in descending order of ranking.
 - j. All eligible candidates not selected for entry into apprenticeship after the interview will be registered in an eligibility pool according to their rating. They will remain in this pool for a period of two (2) years from the time of interview and will be included in all subsequent selection procedures for that period.
 - k. Applications will be accepted year round and interviews will be conducted a minimum of once per year.
2. **Credit for previous experience:**
- a. The JATC may grant credit toward the term of apprenticeship to new apprentices who demonstrate previous acquisition of skills and knowledge equivalent to that which would receive under these standards for apprenticeship.
 - b. Qualified apprentice applicants seeking credit for previous experience gained outside the supervision of the JATC must submit such request at the time of selection and furnish such records, affidavits, etc. to substantiate the claim.
 - c. Qualified applicants requesting such credit who are selected into the apprenticeship shall start at the beginning wage rate. The request for credit will be evaluated and a determination made by the JATC during the probationary period when actual on-the-job and related instruction performance can be examined prior to completion of the probationary period. The amount of credit to be awarded will be determined after review of the apprentice's previous work and training education record and evaluation of the apprentice's performance, skill and knowledge demonstrated during the probationary period. An apprentice granted credit should be

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advanced to the wage rate designated for the period to which such credit accrues.

3. Exceptions:

- a. Direct entry into the apprenticeship program may be given to the following:
- b. Military veterans who completed military technical training school and participated in a registered apprenticeship program while in the military in the trades covered by these standards may be given direct entry into the apprenticeship program. The JATC shall evaluate the military training received for granting appropriate credit on the term of apprenticeship and the appropriate wage rate. The JATC will determine what training requirements they need to meet to ensure that they receive all necessary training for completion of the apprenticeship program.
- c. Those who graduate from an accredited technical training school that has been reviewed and approved by the Local JATC. The JATC may grant advanced credit in recognition of the applicant's critical training.
- d. An employee of a nonsignatory employer not qualifying as a Journey Worker when the employer becomes signatory. Direct entry may also be granted to an employee of a nonsignatory employer that does not qualify as a Journey Worker. The new apprentice shall be evaluated and registered by the JATC at the appropriate period of apprenticeship based on previous work experience and related training. For such applicants to be considered they must:
 - (1) Be employed in the JATC's jurisdiction
 - (2) Provide reliable documentation to the JATC to show they were an employee performing plumbing/pipefitting work.

NOTE: Entry of any of the above shall be done without regard to race, color, religion, national origin, or sex.

B. Equal Employment Opportunity Plan:

1. Purpose:

Recognizing the need of local Joint Apprenticeship and Training Committees for assistance from the national level in complying with revised Congressional Federal Register Order 29-30, the three national joint Committees, Plumbing, Steamfitter-Pipefitter, and Sprinkler Fitter, have

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prepared a Joint Affirmative Action Program for adoption at the local level.

An analysis of minority participation in existing pipe trades apprenticeship programs indicates that:

- a. Some but not enough persons from minorities apply;
- b. Still fewer minority persons complete the application and meet the minimum qualifications;
- c. On average, those who are eligible do well in the selection process;
- d. The solution to the problem lies in better notification to women and minority groups, closer liaison with responsible groups interested in the same endeavor, personal contacts, application follow-up, and other affirmative procedures.

Adoption of this program indicates a good faith effort to increase the number of persons from women and minority groups who successfully meet the minimum qualifications established for admission to a pipe trades apprenticeship.

2. **Scope:**

The program herein outlined consists of the following affirmative acts and may be altered and supplemented at a later date as experience indicates and as personnel and funds permit. Any changes made by the local JATC shall become a part of this written program as adopted at the local level.

Recognizing that it would be a public disservice to develop second-rate journey level workers, the local JATC will maintain its standards of producing high quality craftsmen and will provide extra training when necessary to the extent that cost and personnel permit.

3. **Elements of Recruitment Programs:**

The local Apprenticeship Committee shall:

- a. Participate in workshops, if available, designed to familiarize all concerned with the apprenticeship system and current opportunities.
- b. The Apprenticeship Committee shall cooperate with schools and vocational education systems so that they will be familiar with the qualifications required of apprentices.
- c. Disseminate information concerning equal opportunity policies of the program's sponsor(s).

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- d. **Select from lists of qualified applicants for apprenticeship, in other than order of ranking, so as to reach women (minority and non-minority) or minorities to meet goals and timetables.**

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

IV. TERM OF APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

A. Plumbers, Steamfitters, Refrigeration Fitter:

The term of apprenticeship for all apprentices in these categories shall be not less than five years and not less than 10,000 hours of reasonably continuous employment.

B. Maintenance Plumber/Steamfitter:

The term of apprenticeship for all apprentices in this category shall be not less than four years and not less than 8,000 hours of reasonably continuous employment.

C. Residential Plumbers:

The term of apprenticeship for all apprentices in this category shall be not less than three years and not less than 6,000 hours of reasonably continuous employment.

The JATC may accelerate, by an evaluation process, the advancement of apprentices who demonstrate unusual abilities and mastery of the occupation to the level for which they are qualified.

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

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- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

A. Plumbers, Steamfitters, Refrigeration Fitters:

All apprentices in these three trade classifications shall be subject to a probationary period not to exceed the first 2,000 hours of employment during the term of apprenticeship.

B. Maintenance Plumber/Steamfitter:

All apprentices in this trade classification shall be subject to a probationary period not to exceed the first 1,600 hours of employment during the term of apprenticeship.

C. Residential Plumbers:

All apprentices in this trade classification shall be subject to a probationary period not to exceed the first 1,200 hours of employment during the term of apprenticeship.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

A. Ratio for Plumbers, Steamfitters, Refrigeration Fitters, & Maintenance Plumber/Steamfitter Apprentices:

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Employers with one to three journey level workers continuously employed shall employ one apprentice and for each additional five journey level workers employed on the job or in the shop shall employ one additional apprentice on the job or in the shop where journey level workers are at work.

1	Journey level worker	1	Apprentice
2	Journey level workers	1	Apprentice
3	Journey level workers	1	Apprentice
4	Journey level workers	2	Apprentices
5	Journey level workers	2	Apprentices
6	Journey level workers	2	Apprentices
7	Journey level workers	2	Apprentices
8	Journey level workers	2	Apprentices
9	Journey level workers	3	Apprentices
10	Journey level workers	3	Apprentices
11	Journey level workers	3	Apprentices
12	Journey level workers	3	Apprentices
13	Journey level workers	3	Apprentices

NOTE: When additional apprentices are needed, the employer would be eligible for one (1) apprentice for every five (5) journey level workers employed, on the job or in the shop. However, in no event shall the ratio of apprentices to journey level workers exceed a one (1) to one (1) ratio.

B. Residential Plumbers:

Employers performing residential work may employ one apprentice for every one journey level worker continuously employed on the job site. However, in no event shall the ratio of apprentices to journey level workers exceed one (1) to one (1) ratio.

C. Senior Plumber/Pipefitter Apprentice: The plumber and pipefitter apprentices in the fifth year shall be allowed to work alone on any part of any project which employs one or more journey level, and as far as possible, be allowed to assume responsibilities of a journey level worker in order to gain this necessary experience.

D. Senior Residential and Light Commercial Plumber Apprentice: The Residential and Light Commercial plumber apprentice in the third year shall be allowed to work alone on any part of any project which employs one or more journey level, and as far as possible, be allowed to assume responsibilities of a journey level worker in order to gain this necessary experience.

E. All Refrigeration Fitters Apprentices performing service work shall be allowed to work alone with the following conditions:

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1. Service work hours are 6:00 a.m. – 6:00 p.m., Monday – Saturday.
2. Service apprentices shall be able to contact a journey-level worker supervisor for answers and advice.
3. The Training Agent (Contractor) shall ensure that the apprentice is receiving their on-the-job training and shall be responsible for their health and safety.

Any exception to the above must be pre-approved by the coordinator or the committee.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

A. Plumber, Steamfitter, Refrigeration Fitter:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours/0 - 6 months	45%
2	1001 - 2000 hours/7 - 12 months	50%
3	2001 - 3000 hours/13 - 18 months	55%
4	3001 - 4000 hours/19 - 24 months	60%
5	4001 - 5000 hours/25 - 30 months	65%
6	5001 - 6000 hours/31 - 36 months	70%
7	6001 - 7000 hours/37 - 42 months	75%
8	7001 - 8000 hours/43 - 48 months	80%
9	8001 - 9000 hours/49 - 54 months	85%
10	9001 - 10000 hours/55 - 60 months	85%

B. Maintenance Plumber/Steamfitter:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours/0 - 6 months	40%
2	1001 - 2000 hours/7 - 12 months	50%

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3	2001 - 3000 hours/13 - 18 months	55%
4	3001 - 4000 hours/19 - 24 months	60%
5	4001 - 5000 hours/25 - 30 months	65%
6	5001 - 6000 hours/31 - 36 months	70%
7	6001 - 7000 hours/37 - 42 months	80%
8	7001 - 8000 hours/43 - 48 months	85%

C. Residential Plumbers:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours/0 - 6 months	50%
2	1001 - 2000 hours/7 - 12 months	55%
3	2001 - 3000 hours/13 - 18 months	60%
4	3001 - 4000 hours/19 - 24 months	70%
5	4001 - 5000 hours/25 - 30 months	80%
6	5001 - 6000 hours/31 - 36 months	90%

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

<u>A. Maintenance Plumber/Steamfitter:</u>	<u>Approximate Hours</u>
1. Installation, Maintenance and Repair of High & Low Pressure Steam Piping.....	500
2. Installation, Maintenance and Repair of Hot Water Piping for Comfort Heating	500
3. Installation, Maintenance and Repair of Commercial Process Piping	700
4. Installation, Maintenance and Repair of Sanitary Waste and Vent Piping	1300
5. Installation, Maintenance and Repair of Instrumentation & Control Piping	200
6. Installation, Maintenance and Repair of Natural Gas Piping	500
7. Installation, Maintenance and Repair of Medical/Dental Gas & Vacuum Piping.....	500
8. Installation, Maintenance and Repair of Oil Burner Piping	200
9. Installation, Maintenance and Repair of Potable Water Piping	1500
10. Installation, Maintenance and Repair of Plumbing Fixtures, Appurtenances and Appliances	600
11. Installation, Maintenance and Repair of Bath and Toilet Room Accessories	300
12. Installation, Maintenance and Repair of Vacuum Cleaning, Pool, Hot Tub, Irrigation Piping.....	200

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13. Installation, Maintenance and Repair of Rainwater Drainage
Piping500

14. Installation, Maintenance and Repair of Backflow Prevention
Devices.....500

TOTAL HOURS: 8000

**Included in the work process hours are the handling, rigging, setting, and
erection of all related piping, equipment, use and care of associated tools and
operational skills**

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B. <u>Plumber:</u>	<u>Approximate Hours</u>
1. Installation, Maintenance and Repair of Sanitary Waste and Vent piping	2800
2. Installation, Maintenance and Repair of Potable Water Piping	2800
3. Installation, Maintenance and Repair of Plumbing Fixtures, Appurtenances & Appliances	1000
4. Installation, Maintenance and Repair of Bath and Toilet Room Accessories	300
5. Installation, Maintenance and Repair of Rainwater Drainage Piping	1000
6. Installation, Maintenance and Repair of Natural Gas Piping	200
7. Installation, Maintenance and Repair of Vacuum Cleaning, Pool, Hot Tub, Irrigation Piping	200
8. Installation, Maintenance and Repair of Backflow Prevention Devices.....	500
9. Installation, Maintenance and Repair of Medical/Dental Gas & Vacuum Piping.....	500
10. Installation, Maintenance and Repair of Waste Water Treatment Piping	700
TOTAL HOURS:	10,000

Included in the work process hours are the handling, rigging, setting, and erection of all related piping, equipment, use and care of associated tools and operational skills

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C. <u>Refrigeration Fitter:</u>	<u>Approximate Hours</u>
1. Condensing units	2000
2. Valves and controls	2500
3. Evaporators	1000
4. Erection	2000
5. Service	2500
TOTAL HOURS:	
	10,000

Included in the work process hours are the handling, rigging, setting, and erection of all related piping, equipment, use and care of associated tools and operational skills

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D. <u>Residential Plumbers:</u>	<u>Approximate Hours</u>
1. Installation, Maintenance and Repair of Sanitary Waste and Vent Piping	1800
2. Installation, Maintenance and Repair of Potable Water Piping	1800
3. Installation, Maintenance and Repair of Plumbing Fixtures, Appurtenances and Appliances	800
4. Installation, Maintenance and Repair of Bath and Toilet Room Accessories	300
5. Installation, Maintenance and Repair of Rainwater Drainage Piping	700
6. Installation, Maintenance and Repair of Natural Gas Piping	200
7. Installation, Maintenance and Repair of Vacuum Cleaning, Pool, Hot Tub, Irrigation Piping	200
8. Installation, Maintenance and Repair of Backflow Prevention Devices.....	200
TOTAL HOURS:	6000

Included in the work process hours are the handling, rigging, setting, and erection of all related piping, equipment, use and care of associated tools and operational skills

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<u>E. Steamfitter:</u>	<u>Approximate Hours</u>
1. Installation, Maintenance and Repair of High & Low Pressure Steam piping.....	2000
2. Installation, Maintenance and Repair of Hot Water Piping for Comfort Heating	1000
3. Installation, Maintenance and Repair of Commercial Process Piping (Chilled Water, Condenser Water, Compressed Air, etc.)	2400
4. Installation, Maintenance and Repair of Industrial Process Piping	2400
5. Installation, Maintenance and Repair of Instrumentation & Control Piping (Including Fiber Optics for Instrumentation & Control).....	500
6. Installation, Maintenance and Repair of Natural Gas Piping (Comfort Heating, Distribution, etc.).....	500
7. Installation, Maintenance and Repair of High Purity Piping.....	1000
8. Installation, Maintenance and Repair of Oil Burner Piping	200
TOTAL HOURS:	10,000

Included in the work process hours are the handling, rigging, setting, and erection of all related piping, equipment, use and care of associated tools and operational skills

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ☐ Supervised field trips
- ☐ Approved training seminars
- ☐ A combination of home study and approved correspondence courses
- ☐ State Community/Technical college
- ☐ Private Technical/Vocational college
- ☒ Training trust
- ☐ Other (specify):

See Paragraph A below Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

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- A. Minimum related training hours during their term of apprenticeship shall be as follows:
- | | |
|------------------------------------|------------|
| 1. Plumber apprentices | 1000 hours |
| 2. Steamfitter apprentices | 1000 hours |
| 3. Refrigeration Fitter | 1000 hours |
| 4. Maintenance Plumber/Steamfitter | 800 hours |
| 5. Residential Plumber apprentices | 500 hours |
- B. Each apprentice shall enroll in and attend classes in the subjects related to the trade for not less than six hours weekly, for a minimum of 216 hours per year during the term of apprenticeship, when such classes are approved and made available through the school system. The Apprenticeship Committee may make exception for apprentices who may work and reside at an exceptionally great distance from the training facility.
- C. In order to graduate from this program, every plumber apprentice must successfully pass the Washington State Plumbers exam and every steamfitter apprentice must successfully pass the Oregon State Steamfitters exam.

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

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A. General Procedures

1. All absences from school will be made up, NO EXCEPTIONS.
2. To ensure full attendance in related training classes, the following penalties are adopted for apprentices who fail to attend:
 - a. For each night of related training that an apprentice is absent, the date of their next wage advancement will be continually extended by one month, until the time has been made up.
 - b. For each night of related training that an apprentice is absent, they will be required to make up their classroom time with their instructor and make up equal time doing tasks as directed by the Apprenticeship Coordinator.
 - c. Apprentices who miss more than three nights of related training in any one school year may be called before the committee for disciplinary action. At which time their agreement may be canceled in accordance with the Rules and Regulations of the Washington State Apprenticeship and Training Council.
3. The Apprentice may be brought before the committee for disciplinary action due to attendance, punctuality, work habits, mechanical ability, attitude and any other concern.
4. Apprentice will not work overtime if it interferes with school time, with exceptions of emergency nature; then the shop steward or foreman, prior to the overtime, will inform the Apprenticeship Coordinator's office.
5. Apprentice will not report to work or school under the influence of drugs or alcohol (including hangovers).
6. The apprentice will be brought before the Committee for disciplinary action due to failure to pass any drug test. At which time their agreement may be canceled in accordance with the Rules and Regulations of the Washington State Apprenticeship and Training Council.
7. Apprentices will pay all tuition, textbooks, manuals and work books required in each course of the program, by the end of the first week of the applicable quarter. Apprentices that are not able to pay by the established due date need to make payment arrangements with the Apprenticeship Coordinator.
8. Vacations may be approved when an apprentice has spoken to his or her employer and the Apprenticeship Coordinator.

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9. Any grade less than 80% does not meet the standards of Local 598 Apprentice School.
10. If late/leave early or absent from work more than one (1) time in one (1) calendar month, the apprentice will report to the Apprenticeship Coordinator's office by phone or in person the second day of lateness/early leave or absenteeism. Apprentices will call the employer the first hour of every day absent from their job.
11. Apprentices will come to the Apprenticeship Coordinator's office after any termination from employment, within 24 hours, before going to the Union Hall. If an apprentice is terminated from employment on Friday, he/she will report Monday at 8:00 a.m.
12. Apprentices cannot ask for a R.O.F., transfer or quit any job that he/she has been dispatched out of Local 598 Union Hall.
13. Apprentices will have a valid Washington or Oregon driver's license at all times (a driver's license out of the jurisdiction of Local 598 is not valid). Dependable transportation is mandatory.
14. Apprentices being arrested for any reason will report to the Apprenticeship Coordinator in person after release before going to a job.
15. Apprentices will call the Training Center within 24 hours of any change of address and/or phone number.
16. The Apprenticeship Committee may, at any time, rotate an apprentice who is not receiving proper training or for any other reason they feel will benefit the apprentice.
17. In order to graduate from this program, every plumber apprentice must successfully pass the Washington State Plumbers exam and every steamfitter apprentice must successfully pass the Oregon State Steamfitters exam.
18. Any apprentice being terminated from employment, for cause, will be required to appear before the Joint Apprenticeship Training Committee (JATC) prior to being dispatched to another job.
19. The use of cellular phones, pagers or any other electronic device is prohibited during class time.
20. Local 598 believes in providing skilled, safety minded quality oriented workforce, therefore, the following drug and alcohol testing policy shall be

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implemented to ensure such standards. This policy will be definitive, and adhere to the following criteria and standards.

- a. If an apprentice notifies the Apprenticeship Coordinator in person that he/she would fail an upcoming drug and/or alcohol test as a pre-job requirement, the subject apprentice will be placed in ABEYANCE for a period of three (3) months. As a subset, the apprentice shall provide to the Apprenticeship Coordinator upon his/her return, a clean D.O.T. drug and/or breath alcohol test performed within two (2) weeks prior to his/her return from ABEYANCE. The D.O.T. drug and/or breath alcohol test shall be performed at a Lourdes Occupational Health Center, or any other provider recognized by the Apprenticeship Coordinator. The cost shall be the burden of the apprentice in question. In addition, the apprentice will be subject to random D.O.T. drug or breath alcohol testing at the Apprenticeship Coordinator's discretion with the cost burdened to the apprentice. Finally, a notification by an apprentice that he/she cannot pass a pre-job drug and/or alcohol test will be deemed as a failure. A second failure shall result in the termination of the subject apprentice from the apprenticeship program. To refuse a drug and/or alcohol test will be counted as a failure.
- b. If an apprentice reports to work, and fails either a pre-job or a jobsite drug and/or alcohol test, he/she will be placed in ABEYANCE for a period of twelve (12) months. As a subset, the apprentice shall provide to the Apprenticeship Coordinator upon his/her return, a clean D.O.T. drug and/or breath alcohol test performed within two (2) weeks prior to his/her return from ABEYANCE. The D.O.T. drug and/or breath alcohol test shall be performed at a Lourdes Occupational Health Center, or any other provider recognized by the Apprenticeship Coordinator. The cost shall be the burden of the apprentice in question. In addition, the apprentice will be subject to random D.O.T. drug and/or breath alcohol tests at the Apprenticeship Coordinator's discretion with the cost burdened to the apprentice. A second failure of any kind shall result in the termination of the subject apprentice from the apprenticeship program. To refuse a drug and/or alcohol test will be counted as a failure.
- c. Upon return from ABEYANCE, the apprentice will be issued a new out-of-work registration number and placed at the bottom of the out-of-work list.
- d. ABEYANCE is the temporary suspension from the Local 598 Apprenticeship Program. Under ABEYANCE status, the subject apprentice is not eligible to attend school or work through Local 598.

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If an apprentice disputes the results of a failed drug test, he/she has the option, at their own cost, to have a third party conduct either a hair test, or test the second sample from the original D.O.T. drug test (within three days).

NOTE: Any infractions of any of the aforementioned rules of Washington State Standards may result in expulsion from school and work and the apprentice may be required to appear before the Joint Apprentice Training Committee (JATC) for disciplinary action at which time their agreement may be cancelled in accordance with the Rules and Regulations of the Washington State Apprenticeship and Training Council.

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)

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- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.
- B. Program Operations (Chapter 296-05 WAC - Part C & D):

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1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
 - Authorization of Signature - as necessary
 - Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
 - Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
 - Change of Status – within 30 days of action by committee, with copy of minutes
 - Journey Level Wage – at least annually, or whenever changed
 - Revision of Standards and/or Committee Composition - as necessary
 - RSI (Quarterly) Reports:
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
 - Program name
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator

C. Management of Apprentices:

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1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
 5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
 6. Hear and adjust all complaints of violations of apprenticeship agreements.

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7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

Quorum: **SEE ABOVE**

Program type administered by the committee: **GROUP JOINT**

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The employer representatives shall be:

**Mack T. "Trey" Bland, III,
Chairman
Apollo
1207 W. Columbia Drive
Kennewick, WA 99336**

**Robert Edwards
PO Box 1370
Richland, WA 99352**

**Jack Monrean
Bechtel
3350 George Washington Way
Richland, WA 99352**

**Tim Martin
3005 E. Ainsworth
Pasco, WA 99301**

The employee representatives shall be:

**Richard Berglund, Secretary
1328 Road 28
Pasco, WA 99301**

**Martin Gregg
1328 Road 28
Pasco, WA 99301**

**Randy Gosseen
1328 Road 28
Pasco, WA 99301**

**Joel Brown
1328 Road 28
Pasco, WA 99301**

XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

NONE

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Pete Nicacio
1328 Road 28
Pasco, WA 99301**